

Expenses and the SAP Concur System at the University of Cambridge

We have created an account for you in SAP Concur, our online expenses system. This guide will help you log into your account, create, and submit your expense claim.

Contact details if you need help

If you need help, in the first instance contact the department that you visited.

If you need more guidance, the central help team can be contacted by email concur_enquiries@admin.cam.ac.uk



Process

Log into your account Create the claim Submit the claim Claim is approved Expenses are paid (into your bank)



Access

SAP Concur 



Log into **SAP Concur** at <https://eu1.concursolutions.com/>

Login details

Your account is specific to the department that you visited, if you visit multiple departments, you will have a Concur account for each.

Username: This will be your email address prefixed by 2 letters, which is the department code and the word visitor.

For example, **agvisitor.jbloggs@gmail.com** where **AG** is the department code. The first time you log in, you will need to select the **Forgot Password** link to set a password (your username will be prepopulated, select **send** to receive an email with a link to set your password). You will also be prompted to set up two factor authentication.

Mileage rate

If you are able to claim mileage the department will tell you that rate that will be used. The rate will be added to your account, the amount due will be calculated automatically when you claim.

Research Participation fee

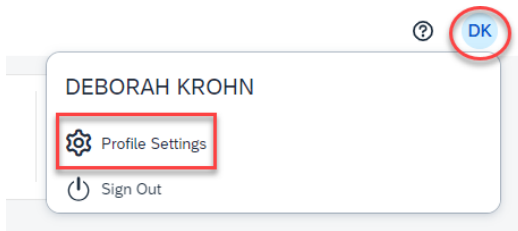
If you have participated in a research project and are able to claim a participation fee, the department will tell you the amount that you are eligible to claim. No receipt is required for this expense item.

Per Diem rates

If you are eligible to claim a per diem rate for your visit you will be told the daily rate to use by the department that you visited. No receipt is required for this expense item.

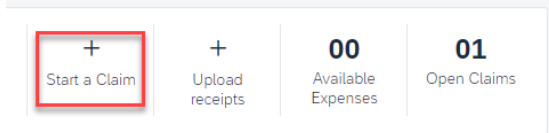
Bank details

After logging into the system, you will need to add your bank details in your profile.



Creating your claim

Select **Start a claim** and add a short description of the visit (including the date)



Add Expense

Use the **Add Expense** button and choose the relevant expense type. Complete all the required fields.

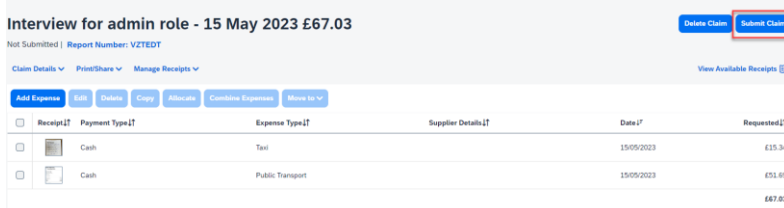
Add Receipt

Add a receipt for the expense item.

Save the expense and repeat the process for any other expense items.

Submitting your claim

When all the expenses have been added, submit the claim.



The approval flow will automatically be added and will not need to be changed.

Further help

Detailed guidance can be found on our Expenses Hub

<https://www.expenses.admin.cam.ac.uk/visitors>